

ARIZONA BOARD OF APPRAISAL
SUPERVISING APPRAISER'S NOTIFICATION OF ENGAGEMENT/TERMINATION OF TRAINEE

Effective May 31, 2008:

R4-46-101: "Direct supervision" means that a supervising appraiser of a trainee is directing and overseeing the production of each appraisal assignment and is personally and physically present during the entire inspection of each appraised property.

"Practicing Appraiser" means a state licensed or certified appraiser in good standing engaged in performing appraisal assignments.

"Supervising appraiser" means a state certified appraiser in good standing with a minimum of four years of experience within the last four years as a practicing appraiser who engages in direct supervision of a trainee pursuing a state license or certificate and provides training for work included within the supervising appraiser's classification.

"Trainee" means an individual who is being taught to become a state licensed or certified appraiser under the direct supervision of a supervising appraiser.

R4-46-201(D): Notwithstanding the criteria incorporated by reference in subsection (A), there is no Trainee Real Property Appraiser Classification.

1. A supervising appraiser shall instruct and directly supervise a trainee for any classification of license or certificate in the entire preparation of each appraisal. A supervising appraiser shall provide direct supervision, being personally and physically present during the entire inspection of each appraised property with the trainee. The supervising appraiser shall approve and sign all final appraisal documents, certifying the appraisals are in compliance with the Uniform Standards of Professional Appraisal Practice.
2. A trainee may have more than one supervising appraiser, but a supervising appraiser shall not supervise more than three trainees at any one time. A trainee shall maintain an appraisal log for each supervising appraiser and, at a minimum, include the following in the log for each appraisal:
 - a. Type of property,
 - b. Date of report,
 - c. Property description,
 - d. Description of work performed by the trainee and scope of review and supervision by the supervising appraiser,
 - e. Number of actual work hours by the trainee on the assignment, and
 - f. The signature and state certificate number of the supervising appraiser.
3. A supervising appraiser shall provide to the Board in writing the name and address of each trainee within 10 days of engagement, and notify the Board in writing immediately upon termination of the engagement. A state certified appraiser is not eligible to be a supervising appraiser unless the appraiser's certificate is in good standing and the appraiser has not been subject to license or certificate suspension, probation, or mentorship within the last two years.
4. An appraiser who wishes to act as a supervising appraiser shall submit proof of completion of a minimum of 4 hours of continuing education approved by the Board, regarding the role of a supervising appraiser, before supervision begins. The required course shall not be taken through distance education.
5. Each supervising appraiser shall submit to the Board proof of completion of a minimum of 4 hours of continuing education approved by the Board regarding the role of a supervising appraiser within 60 days of the effective date of this subsection. The required course shall not be taken through distance education. If the supervising appraiser does not take the course within 60 days of the effective date of this subsection, the supervising appraiser shall not act as a supervising appraiser until the class is taken and proof has been submitted to the Board.
6. In the event that an appraiser or a supervising appraiser does not comply with the applicable requirements of subsection (D):
 - a. The appraiser or the supervising appraiser may be subject to disciplinary action pursuant to A.R.S. § 32-3631(A)(8), and
 - b. A trainee shall not receive experience credit for hours logged during the period that the appraiser or supervising appraiser failed to comply with the applicable requirements of subsection (D).

To comply with the Board's rules, the undersigned supervising appraiser notifies the Board of the following:

PLEASE PRINT:

| Name of Trainee | Address of Trainee (No P.O. Boxes) | Date of Engagement | Date of Termination |
|-----------------|------------------------------------|--------------------|---------------------|
| | | | |

Name of Supervising Appraiser

Certificate Number of Supervising Appraiser

Original Issue Date of Supervising Appraiser's License/Certificate (Must have a minimum of four years as practicing appraiser)

Termination date of Supervising Appraiser's last suspension, probation or mentorship (Must not be within the prior two years)

By signing below, the Supervising Appraiser acknowledges that he/she has read, understands and will comply with A.A.C. R4-46-101, A.A.C. R4-46-201(D), above, and Substantive Policy Statement #2, Guidelines for Supervising Appraisers and Trainees. By signing below, the Supervising Appraiser also acknowledges that he/she has provided a copy of this Notification and a copy of Substantive Policy Statement #2, Guidelines for Supervising Appraisers and Trainees to the Trainee named above.

Date

Signature of Supervising Appraiser

File **signed original** with Board Copy for Supervising Appraiser Copy for Trainee (to be filed with application)